MINUTES
Strategic Planning Committee

DATE	January 13, 2005
TIME	10:00 AM
LOCATION	State Library and Archives Large Conference Room
RECORDER	Alisanne Maffei, Strategic Planner

ATTENDEES

Name	Attend ✓	Name	Attend ✓
Chair – Mike Hillerby, Governor's Office		Co-Chair – Perry Comeaux, Department of Administration	
Birgit Baker, DETR	✓	Dave Kieckbusch, DPS	
Allen Biaggi, CNR		Ginny Lewis, DMV	✓
Mark Blomstrom, DoIT	✓	Alisanne Maffei, DoIT	✓
Steve Bremer, Wildlife	✓	Dave McTeer, Administration	✓
Miles Celio, Military	✓	David Miller, DoIT	✓
Chuck Chinnock, Taxation	✓	Rex Reed, CNR	✓
Robert Chisel, NDOT		Keith Rheault, Education	
Jackie Crawford, Corrections		Kathy Ryan, DoIT	✓
Terry Crawforth, Wildlife		Terry Savage, DoIT	✓
Chris DeSocio, PEBP	✓	Kay Scherer, CNR	
Jeanne Greene, Personnel	✓	Scott Sisco, Cultural Affairs	✓
Don Henderson, Agriculture	✓	P. Forrest Thorne, PEBP	
Ernie Hernandez, Health	✓	Giles Vanderhoof, Military	
Chris Ipsen, Health	✓	Doug Walther, B&I	✓
Sara Jones, Cultural Affairs	✓	Mike Willden, DHR	✓

CALL TO ORDER

I   Introduction

- Terry Savage called the meeting to order.
- Rex Reed, Conservation and Natural Resources, was introduced joining the committee meeting today for Kay Scherer.

II   Review and Approval of the Minutes

- After review of the November meeting minutes, it was moved to accept the minutes by Ginny Lewis and seconded by Miles Celio. The minutes from November 30, 2004 were accepted as presented.

III   Review and Approval of the Consent Agenda

- After review of the Nevada IT Operations Committee (NITOC) policy review process, it was moved to accept the consent agenda by Chuck Chinnock and seconded by Mike Willden. The Enterprise Architecture Committee charter from November 30, 2004 was accepted as presented.

- It was agreed that the policy impact statements should demonstrate the cost impact with a type of quantification such as number of man hours per week.

IV   Presentation

- David Miller, Department of Information Technology (DoIT), presented the Nevada Critical Business Technology Assessment Project.

- The project collects input via the web to provide information for continuity planning. This assessment project will provide the framework for assurance of critical business functions.

- The initial step is to authorize the personnel to provide the input into the website; planners are available to coordinate, train and support the process. Dave Miller will follow up to contact each Director to set up the next steps.

- Periodic status updates will occur as the project gets underway.

V   Demo

- Chris Ipsen and Ernie Hernandez presented a demonstration of the Video Teleconferencing Project. Quality of service, clarity, security and dependability were key topics. Remembering their statement "Success Breeds Demand", the video teleconferencing project required effective cooperation and SLA's.

- Next steps are for the policy and procedure development. Chuck Chinnock introduced sound/microphone issues for the Enterprise Project. Dave McTeer indicated a Users Group is needed at this point. Terry Savage stated video conferencing support will come from the Department of Information Technology (DoIT).

- Further updates to the committee on the project will occur as needed.

VI   Updates

- The e-payment enterprise project update was presented by Dave McTeer. There is a 20 cents per transaction fee for the e-pay vendor to fund this project. The participating e-pay sites will now accept less costly ACH, pin less debit etc. transaction alternatives to credit cards, which has a higher bank charge. All participating departments will provide a similar payment format to the citizen, while maintaining the ability to display differing front ends of each agencies websites. The data is now reconcilable with the ability to process cash receipts for financial processing. There will be advantages to the citizen as well such as notification that the credit card may be expiring.

- Alisanne Maffei notified the committee of the upcoming DoIT customer satisfaction survey. Comments and input are welcomed.

VII   Future Issues/New Business

VIII   WRAP UP
- The next meeting of the IT Strategic Planning Committee will be scheduled for February 16, 2005.

ACTION ITEMS

Item No.	Description	Assigned To
1.	Compile inputs for Enterprise IT Strategic Plan with Directors	Alisanne Maffei
2.	Collect and publish State Videoconferencing Equipment inventory	A. Maffei/ R. Sliva
3.	Provide updated summary of finalized FY 06/07 TIR's, done	Kathy Ryan
4.	Draft update for NITOC policy	Alisanne Maffei
5.	Update on Digital Certificates and Digital Signatures for Nevada	Alisanne Maffei
6.	Provide listing of IT Accounts	T. Savage/ A. Maffei
7.	Survey Internet Abuse Controls by State of Nevada agencies and other states	Alisanne Maffei/ Research Unit
8.	Review the highway fund treatment for microwave projects	Alisanne Maffei
9.	Compile listing of IT related BDR's, ongoing	T. Savage/ A. Maffei

Related Links / Contact Information:

Terry Savage contact: 684-5801, cell 721-5184, tsavage@doit.nv.gov

IT Security email infosec@state.nv.us

Nevada Communications Steering Committee website http://ncsc.nv.gov/

NITOC document index http://www.nitoc.nv.gov/document_index.htm#Operations

IT Strategic Planning Committee http://www.nitoc.nv.gov/index_planning.htm, updated 8/18/04

First Data Corporation http://www.firstdata.com/svcs.jsp

Internet Filtering Software links:

St Bernard http://www.stbernard.com/products/iprism/products_iprism-reviews.asp

SurfControl http://www.surfcontrol.com/

8e6 http://www.8e6technologies.com/

Vericept http://www.vericept.com/